

Report for Week Ending 9 April 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions 25X1A9a

a. File Equipment Review [REDACTED]

Requisitions processed during the past week indicate that a total of fourteen 4-drawer safes are being returned to stock from two Offices converting to other less expensive filing equipment. The Office of Personnel is returning nine and five.

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b. Files Systems OSI [REDACTED] 25X1A8a

Installed agency file system in [REDACTED]

2. Assignments 25X1A9a

a. Map Library Division, ORR [REDACTED]

The last area of the floor plan has been approved by G.S.A. and returned to the Office of Logistics. Signatures of our Safety Officer will be obtained during the week after which we will proceed with developing specifications for open file shelving.

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b. CIA Library, OCR [REDACTED]

No change from previous report. 25X1A9a

c. OTR - Records Control Schedule [REDACTED]

The revised schedule for the Reading Laboratory, Intelligence School is being typed and will be submitted for approval within the week.

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d. OSI/FSD Filing Systems [REDACTED]

Installation of the agency file system continues in the Scientific Resources Branch of OSI/FSD.

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e. Records Management Survey - Office of DCI [REDACTED]

Preliminary survey completed in the offices of the Inspector General, DDC, Assistants to DCI and the Executive Registry.

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[REDACTED] Executive Registry, were given a tour of the Records Center and the Vital Material Depository. Mrs. [REDACTED] was favorably impressed with the charge out system (charge-out card with the cellophane pocket) which she may adopt for her files.

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f. Office of the DD/S [REDACTED]

Met with Miss [REDACTED] to discuss various changes to the Records Control Schedule. Schedule has been returned for review by Records Management Staff.

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g. OO/FDD [REDACTED]

Tentative agreement was reached on the use of the Roto file and Saf-T-Stak for the Index Card File. Purchase of the equipment is being held up however because of insufficient funds.

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h. OCR/Acquisitions Branch [REDACTED]

No change from previous report.

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i. Comptroller/Machine Records Division [REDACTED]

No change from previous report.

3. Vital Materials

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a. Microfilming of Vital Materials in OSI continues.

Mrs. [REDACTED] visited the repository last week. Mr. [REDACTED] accompanied last weeks trip to the repository.

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4. News

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a. Industrial type shelving for the vault at [REDACTED] has been received and will be installed during the coming week. Delivery of the document or divider type is expected next week. [REDACTED]

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b. One member of the Branch registered for the Fifth Institute on Records Management Course to be held June 2-13 at National Archives.

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c. Miss [REDACTED] attended the monthly O&M Luncheon at the All States Dining Room.

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d. Messrs [REDACTED] returned from a special detail to the Records Center.

e. Mr. [REDACTED] OCR/GR was furnished a copy of a National Archives Disposal list. This list proposes disposition of about 1500 reels of OSS movie films.

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